



Office of Public Instruction
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ATTENDANCE COUNT COLLECTION: OVERVIEW

SECTION I: PURPOSE OF COLLECTION

The Attendance Collections (Fall, Spring, and Test Window) provide enrollment and attendance information used for calculating attendance and participation rates in the AYP process, and in determining the number of students enrolled.

The Fall and Spring Attendance data is reported through MAEFAIRS and in AIM. This dual collection is necessary as we transition to the new student data collection system and allows the OPI to verify the accuracy of the data reported. The Test Window Attendance data was previously reported through the Annual Data Collection (ADC).

Schools need to ensure that all students that are served by the school district have up to date enrollment records and the aggregate hours and attendance information is accurate as of the specific count date.

SECTION II: KEY COMPONENTS OF DATA COLLECTION

Listed below are the key components of the Attendance Collections.

☐ ENROLLMENT DATA

- Enter or modify enrollment records for all students that have entered or exited your district since last data entry
- Student enrollment counts should be accurate as of the specific count date
- Verify accuracy of data by running Enrollment Status or Enrollment Summary Report or by using the Ad Hoc Filters.

☐ PROGRAM PARTICIPATION DATA

- Enter or update Program Participation data for all students
- Verify accuracy of data by using the Ad Hoc Filters.

☐ ATTENDANCE DATA

- Enter the aggregate hours of enrollment for each student as of the specific count date
 - See the AIM Data Dictionary for a definition and examples of how to calculate
- Enter the amount of time (as a decimal) the student was absent on the count date
 - One is absent the entire day, zero is present the entire day

We recommend you enter data in the order listed below.

File Upload Method

- ☐ Student Demographics file (to enter new students)
- ☐ Student Enrollment file
- ☐ Student Program Participation file
- ☐ Fall, Spring or Test Window Attendance Count file

Direct Data Entry Method

- ☐ Student Locator to add new students
- ☐ Modify enrollment records to add end date and status for students who have left the district
- ☐ Enter/modify student program participation records
- ☐ Enter aggregate hours of instruction and absent data for each student

SECTION III: DATE OF COMPLETION

The Fall attendance Collection begins October 6, 2008 and ends October 24, 2008. Data must be accurate as of October 6, 2008, or the next regularly scheduled school day if the count date falls on a day school is not in session.

The Spring Attendance Collection begins February 2, 2009 and ends February 20, 2009. Data must be accurate as of February 2, 2009, or the next regularly scheduled school day if the count date falls on a day school is not in session.

The Test Window Attendance Collection begins March 11, 2009 and ends March 27, 2009. Data must be accurate as of March 10, 2009, or the next regularly scheduled school day if the count date falls on a day school is not in session.